



Oman Authority for Academic Accreditation and Quality Assurance of Education

Appeal Submission Form and Template

Please read the current *Appeals Manual* before submitting an appeal.

This form and template is used to submit an appeal to OAAAQA. It should be used by a Higher Education Institution (HEI) only after having given notice to OAAAQA of the intention to appeal (by submitting an Appeal Application Form) and only after paying a non-refundable Appeal fee. The submission must be received by the OAAAQA within 60 calendar days from the date the HEI receives the Final EQA Report. Please send this submission, together with supporting evidence, to the Appeals Committee Coordinator (appeals@oaaa.gov.om).

Part A: Key Details	
HEI Name	
Date (dd/mm/yyyy) of Receipt of Final EQA Report	[dd/mm/yyyy]
Date of Submitting this Appeal Submission Form and Template	[dd/mm/yyyy]
Type of EQA being Appealed Against (eg, ISA, ISR, PSA)	
If appealing against PSA, please name the programme ¹	

Part B: Subject of Appeal		
Please tick (in the second column) only one of the following rows:		<input checked="" type="checkbox"/>
Row 1	We are appealing the formal conclusions of Standards Assessment (ie, criteria ratings) ² and/or We are appealing the length of the conditional accreditation or probation period	<input type="checkbox"/>
Row 2	We are appealing the formal conclusions of Quality Audit (ie, CARs)	<input type="checkbox"/>

Part C: Authority			
This Appeal Submission Form and Template is submitted for and on behalf of the HEI by the HEI's most senior representative:			
Representative's Name		Signature	
Designation		Date	

Appeal Submission Template: Appealing an EQA Result (add rows as required)				
Subject of Appeal		Grounds for Appeal		Suggested Criteria Ratings or CARs
No	Criterion or Scope Area	Current Ratings or CARs	Rationale (with supporting evidence) ³	
1	1			
2	2			
3	3			

¹ If the appeal pertains to a programme, please provide the name of the programme (a separate Appeal Application Form must be lodged for each programme, unless they are nested programmes, such as an Advanced Diploma within a Bachelor Degree).

² Note that the standard ratings and the accreditation outcome is calculated automatically from the criteria ratings.

³ The submission must be brief and to the point (from about 50 words to no more than 500 words per criterion or scope area, including the text of the EQA Report).